

**Vacancy Announcement**  
Education Specialist/Instructional Designer  
Federal Judicial Center  
Education Division  
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies. The Education Division produces educational programs, materials, and resources for federal court of appeals, district, bankruptcy, and magistrate judges and for federal judicial branch employees, including persons serving in clerk of court, probation, and pretrial services offices. Subject areas for judges include substantive and procedural legal topics, case and calendar management, ethics, and leadership and management. Subject areas for other court personnel include selected technical skills, ethics, and leadership and management. The division delivers education and resources through a variety of means including: in-person programs to which participants travel; in-person programs conducted in courthouses for local participants; satellite television broadcasts over the federal courts' satellite network; audio-, video-, and web conferences; programs and materials delivered over the courts' intranet; and in printed publications.

The Center's Education Division has an opening for an instructional designer to develop instructor-led and web-based continuing education programs for court managers and support staff.

**Duties and Responsibilities**

Design, develop, implement, manage, and evaluate instructor-led and web-based continuing education programs for federal court managers and support staff, integrating technology as appropriate. Work collaboratively with senior managers, federal judges, advisory groups, academics, and Center professional staff members to produce and maintain continuing education programs. (As used here, "web-based continuing education" means stand-alone asynchronous training and education programs delivered solely on the federal courts' intranet.)

Monitor and, in consultation with the assistant division director, direct the work of assigned staff members.

**Qualifications**

Mandatory qualifications for the position are (a) bachelor's degree and at least five years experience in adult workplace education in the public or private sector (b) demonstrated instructional design experience in development of instructor-led and web-based continuing education programs (as defined above); (c) excellent project management, expository writing, and computer skills.

Instructional designers with an advanced degree in one of the social sciences or instructional design and experience developing web-based continuing education programs are particularly sought. Familiarity with the federal courts is desirable.

### **Salary and Benefits**

For the successful external candidate, the starting salary range is \$71,599-\$75,179, depending on qualifications, experience and current salary. The FJC uses a payband compensation system. This position falls in payband V that has a salary range up to \$121,874, although not all incumbents in payband V positions can expect to reach the top of the range. For the successful internal candidate whose salary is below the base of payband V, his/her salary will be brought up to the base. If that person's salary is above the base, that salary will be matched up to the top of payband V.

The position does not carry the tenure rights of positions in the competitive civil service and has a one-year probationary period. Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider a variety of flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

### **Application Procedures**

Submit a cover letter describing your qualifications for the position and a resume that specifies dates of employment, salaries, and responsibilities for all related positions, and a sample lesson plan with supporting materials from an instructor-led curriculum package and/or a CD/DVD with a web-based training program you have developed as the lead instructional designer (*all mandatory*) to:

Human Resources Office (Announcement #07-05)  
Federal Judicial Center  
One Columbus Circle, N.E.  
Washington, D.C. 20002-8003

This position will remain open until filled; however, to receive full consideration, applications must be received by close of business April 16, 2007. Please refer to Announcement #07-05 on your application.

**The Federal Judicial Center Is an Equal Opportunity Employer**